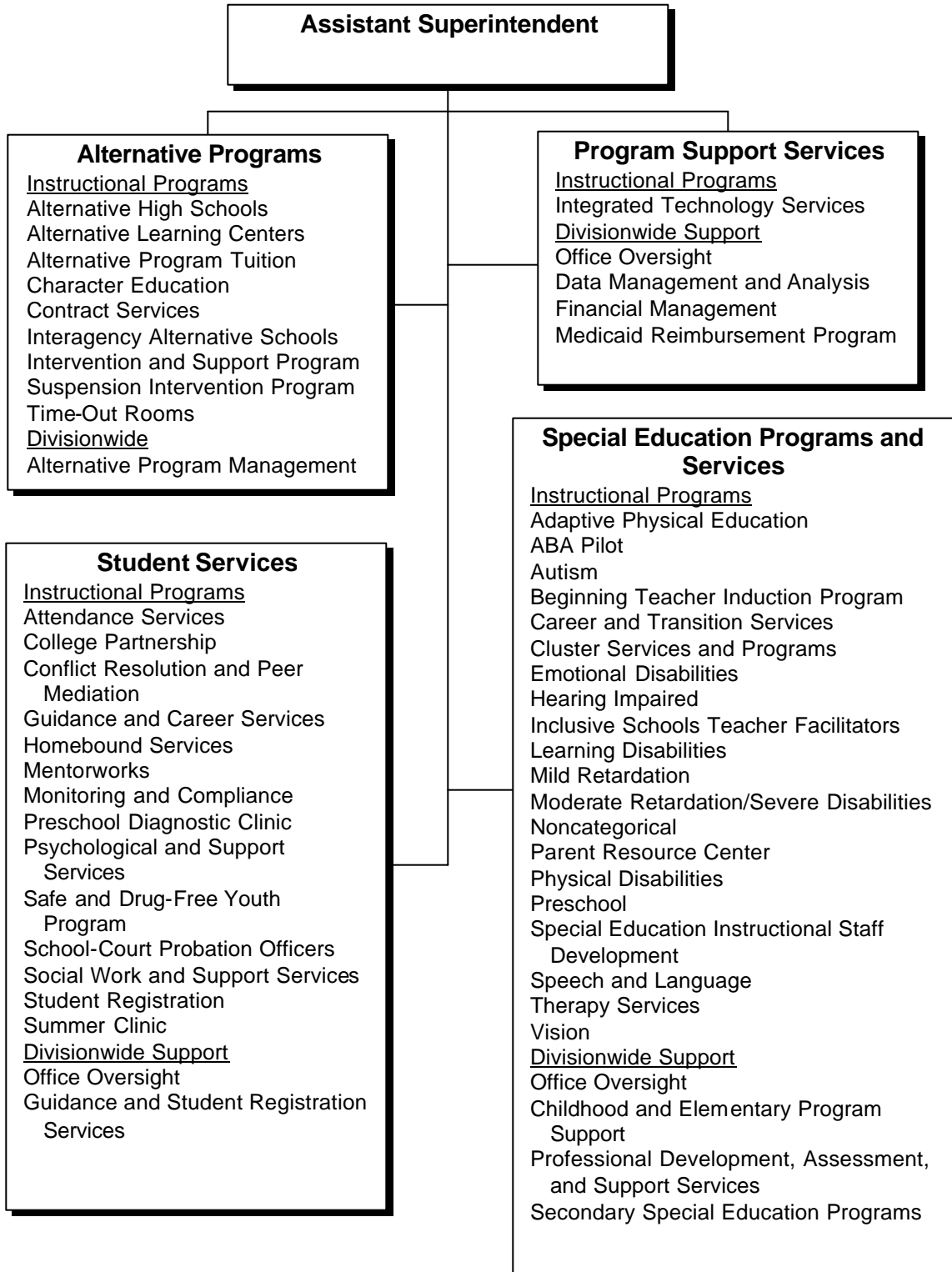

Department of Special Services

Program	Page
Office of the Assistant Superintendent.....	480
Office of Alternative Programs.....	482
Office of Program Support Services Summary	484
Program Support Services Office Oversight.....	485
Data Management and Analysis	487
Financial Management.....	489
Medicaid Reimbursement Program.....	491
Office of Special Education Programs and Services Summary	493
Special Education Programs and Services Office Oversight	494
Special Education Childhood and Elementary Program Support	496
Professional Development, Assessment, and Support Services	498
Secondary Programs	500
Office of Student Services Summary	502
Student Services Office Oversight.....	503
Guidance and Student Registration Services	504

Department of Special Services



Department of Special Services

Department Mission

The mission of the Department of Special Services is to provide a planned program of instructional, psychological, social, and related services to help schools meet the unique needs of identified students and their families. The Department provides a network of support to staff, students, and families which eliminates obstacles, facilitates instruction, and enables students to succeed as individuals within the learning environment. Through instructional leadership, curriculum development, program evaluation, staff development, and support for alternative, special education, and student services programs the Department ensures that all program areas in schools are fully supported and able to comply with their fiscal, legal, and personnel requirements.

Department Summary

The following table is a summary of all programs funded by this department. The instructional programs if applicable are described in Section 1. The support programs are described in the subsequent pages.

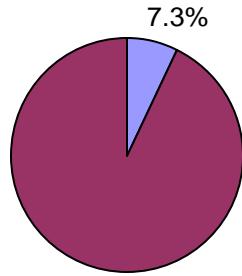
	FY 2003			
	Amount		Positions	
	School- Based	Nonschool- Based	School- Based	Nonschool- Based
Instructional Programs:				
Special Education Programs				
Adaptive Physical Education	\$2,894,395	\$0	46.6	0.0
Autism	1,662,085	133,756	25.0	1.5
Career and Transition Services	10,057,476	141,042	142.0	1.5
Emotional Disabilities	5,427,011	119,272	73.0	2.0
Hearing Impaired	4,592,804	125,264	78.5	1.5
Inclusive Schools Teacher Facilitators	2,141,869	0	23.0	0.0
Learning Disabilities	4,350,633	166,581	0.0	2.0
Mild Retardation	46,304	80,457	0.0	1.0
Moderate Retardation/Severe Disabilities	213,926	53,510	2.0	0.5
Noncategorical	22,202	129,887	0.0	1.5
Physical Disabilities	2,733,222	141,890	36.0	1.5
Preschool	7,093,687	198,930	85.8	3.5
Speech and Language	18,507,332	455,228	219.5	4.5
Therapy Services	7,443,446	283,525	105.0	4.0
Vision	1,850,449	56,787	23.5	1.0
Alternative Education Programs				
Alternative High Schools	\$1,391,734	\$0	6.0	0.0
Alternative Learning Centers	1,608,415	257,897	27.5	3.0
Interagency Alternative Schools	4,463,061	273,620	69.5	2.0
Intervention and Support Program	0	104,026	0.0	1.0
Suspension Intervention Program	110,994	0	2.0	0.0
Combined Education Programs				
Character Education	\$0	\$104,026	0.0	1.0

Department of Special Services

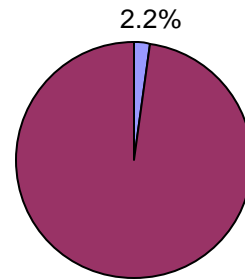
	FY 2003			
	Amount		Positions	
	School-Based	Nonschool-Based	School-Based	Nonschool-Based
Instructional Support Programs				
Alternative Program Tuition	\$483,379	\$0	0.0	0.0
Attendance Services	1,092,176	0	15.0	0.0
Beginning Teacher Induction Program	0	31,601	0.0	0.0
Cluster Services and Programs	2,475,662	649,728	24.0	8.0
College Partnership	0	813,410	0.0	5.0
Conflict Resolution and Peer Mediation	0	84,421	0.0	1.0
Contract Services	0	758,201	0.0	8.0
Guidance and Career Services	114,575	758,275	2.0	5.0
Homebound Services	1,715,253	0	4.0	0.0
Integrated Technology Services	1,477,660	442,421	19.0	5.0
Mentorworks	0	74,193	0.0	0.0
Monitoring and Compliance	0	1,229,555	0.0	11.0
Parent Resource Center	19,482	161,623	0.5	2.0
Preschool Diagnostic Clinic	2,001,718	0	24.0	0.0
Psychological and Support Services	7,410,279	958,058	89.0	12.5
Safe and Drug-Free Youth	0	381,877	0.0	2.0
School-Court Probation Officers	42,834	0	0.0	0.0
Social Work and Support Services	6,088,937	954,957	73.0	13.0
Special Ed. Instructional Staff Development	141,408	186,918	0.0	0.5
Student Registration	0	1,928,769	0.0	14.0
Summer Clinic	0	309,307	0.0	0.0
Total Instructional Programs	\$99,907,306	\$12,291,115	1,218.4	117.0
Support Programs:				
Office of the Assistant Superintendent	\$23,922	\$339,497	0.0	3.0
Office of Alternative Programs	0	231,513	0.0	2.0
Office of Program Support Services				
Office Oversight	0	659,687	0.0	3.5
Data Management and Analysis	0	612,270	0.0	9.0
Financial Management	0	464,844	0.0	7.0
Medicaid Reimbursement Program	0	0	0.0	0.0
Office of Special Education Programs and Svcs				
Office Oversight	0	483,428	0.0	3.0
Early Childhood and Elementary Programs	0	424,338	0.0	3.5
Professional Development	159,845	542,053	1.0	5.0
Secondary Programs	0	427,571	0.0	3.5
Office of Student Services				
Office Oversight	0	562,099	0.0	3.0
Guidance and Student Registration Services	0	205,577	0.0	2.0
Total Support Programs	\$183,767	\$4,952,877	1.0	44.5
TOTAL DEPARTMENT	\$100,091,073	\$17,243,992	1,219.4	161.5

Department of Special Services

**Total Department Percentage of
Total Operating Budget**



**Special Services Support Programs
Percentage of all Support Programs**



Trends/Issues

None identified

Office of the Assistant Superintendent

	FY 2002 Approved		FY 2003 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
FT Salaries	\$0	\$256,815	\$0	\$269,611	<p>0.3%</p>
PT Salaries and OT	0	0	0	0	
Employee Benefits	0	60,068	0	67,886	
Operating Expenses	100,000	2,000	23,922	2,000	
Total Cost	\$100,000	\$318,883	\$23,922	\$339,497	
Positions	-	3.0	-	3.0	
Office Total		\$418,883		\$363,419	
Offsetting Revenue		\$23,922		\$23,922	
Net Cost		\$394,961		\$339,497	
Total Positions		3.0		3.0	
Assistant Superintendent	Alice Farling				
Phone Number	703-352-2247				

Description

The mission of the Department of Special Services (DSS) is to provide a planned program of instructional, psychological, social, and related services to help schools meet the unique needs of identified students and their families. The Department provides a network of support to staff, students, and families that eliminates obstacles, facilitates instruction, and enables students to succeed as individuals within the learning environment. Through instructional leadership, curriculum development, program evaluation, staff development, and support for alternative, special education, and student services programs the Department ensures that all program areas in schools are fully supported and able to comply with their fiscal, legal, and personnel requirements.

The Assistant Superintendent of the Department:

- supports and advises the Superintendent on department-related matters
- provides leadership and direction to the Department of Special Services
- serves as a liaison to the School Board on matters involving offices with the Department of Special Services (DSS)
- represents the school division on matters at the local community, state, regional, and national levels

Goals

- To strengthen the academic program for students with disabilities in collaboration with Instructional Services (IS), with emphasis on student achievement and accountability for meeting the Virginia Standards of Learning (SOL) requirements
- To improve the academic program for students with chronically disruptive behaviors in collaboration with IS, with emphasis on student achievement and accountability for meeting the SOL requirements.
- To provide training to school-based staff in building inclusive environments for students with disabilities.

Department of Special Services

- To provide students with the research-based knowledge and life skills necessary to deter violent behavior and resolve conflict peacefully.

Explanation of Costs

Funding for this program includes \$0.3 million for salary and benefits for 3.0 positions.

Office of Alternative School Programs

	FY 2002 Approved		FY 2003 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
FT Salaries	\$0	\$127,915	\$0	\$134,256	<p>0.2%</p>
PT Salaries and OT	0	30,900	0	31,518	
Employee Benefits	0	32,282	0	36,216	
Operating Expenses	0	29,523	0	29,523	
Total Cost	\$0	\$220,620	\$0	\$231,513	
Positions	-	2.0	-	2.0	
Office Total		\$220,620		\$231,513	
Offsetting Revenue		\$0		\$0	
Net Cost		\$220,620		\$231,513	
Total Positions		2.0		2.0	
Mandate	None				
Director	Teresa Zutter				
Phone Number	703-246-251				

Description

The Office of Alternative School Programs provides instructional leadership, curriculum development and support for programs located at sites administered and funded by other agencies and adult/alternative high schools. The office also provides private special education services to Fairfax County Public Schools (FCPS) students whose special needs cannot be met within an existing FCPS program. The Office of Alternative School Programs provides support to students requiring alternative placements through developing alternative education curricula and providing counseling and guidance to students who have had problems in the following areas:

- | | |
|---------------------|-----------------------|
| Truancy | Substance abuse |
| Serious delinquency | Criminal behavior |
| Poor performance | Emotional disruption |
| Family dysfunction | Abuse and neglect |
| School refusal | Conditional expulsion |

The office collaborates with the Juvenile and Domestic Relations Court, Alcohol and Drug Services, the Fairfax-Falls Church Community Services Board and the Department of Family Services. It provides support to adult and alternative high schools at Bryant, Mountain View, and Pimmit Hills in the utilization of a variety of methods to help students be academically successful and graduate from high school.

The Office of Alternative School Programs also administers the placement of student with disabilities in private schools when no appropriate program is available within FCPS. It provides oversight to ensure FCPS

Department of Special Services

complies with the requirements of the Virginia Comprehensive Services Act; and monitors student progress towards Individual Education Plan (IEP) goals.

Programs directly supported by the Office of Alternative School Programs are listed on the department organizational chart at the beginning of this section. Details on individual programs may be found in the Instructional Programs and Support sections.

Goals

- To provide instructional leadership, curriculum development and support to students and staff in alternative educational placements, interagency programs, and the alternative high schools
- To improve the academic program, in collaboration with Instructional Services (IS), for students with chronically disruptive behaviors with emphasis on student achievement and accountability for meeting the Virginia Standards of Learning (SOL) requirements
- To expand the scope and improve the quality of mentoring and tutoring programs at alternative school sites to ensure that each student is connected with a caring, responsible adult

Explanation of Costs

Funding for this program includes \$0.1 million for salary and benefits for the director and administrative assistant. The remaining funding is for hourly teacher training, instructional supplies and textbooks for program support and staff development, and consultant fees for instructional staff development.

Office of Program Support Services

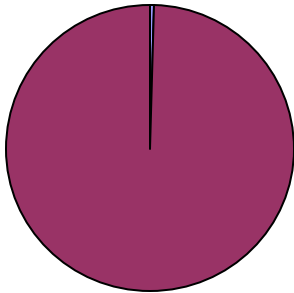
	FY 2002 Approved		FY 2003 Proposed	
	School-based	Nonschool-based	School-based	Nonschool-based
FT Salaries	\$0	\$980,339	\$0	\$1,027,525
PT Salaries and Overtime	0	111,269	0	93,094
Employee Benefits	0	263,357	0	279,962
Operating Expenses	0	405,815	0	336,220
Total Cost	\$0	\$1,760,780	\$0	\$1,736,801
Positions	-	19.5	-	19.5
Office Total		\$1,760,780		\$1,736,801
Offsetting Revenue		\$280,437		\$280,437
Net Cost		\$1,480,343		\$1,456,364
Total Positions		19.5		19.5

Support Programs within the Office of Program Support Services:

- Office Oversight
- Data Management and Analysis
- Financial Management
- Medicaid Reimbursement Program*

* Costs are not included in office total. Program is wholly supported through grants.

Office Oversight

Office of Program Support Services					
	FY 2002 Approved		FY 2003 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
Total Cost	\$0	\$716,279	\$0	\$659,687	<p>0.6%</p> 
Positions	-	3.5	-	3.5	
Program Total		\$716,279		\$659,687	
Offsetting Revenue		\$0		\$0	
Net Cost		\$716,279		\$659,687	
Total Positions		3.5		3.5	
Mandate	None				
Director	Dan Link				
Phone Number	703-277-6670				

Description

To ensure that the Department of Special Services offices and programs, as well as special education centers and students, are adequately supported in terms of fiscal, legal, assistive technology, and staffing requirements. The office is composed of three sections: Data Management, Financial Management, and Integrated Technology Services. The office ensures compliance with IDEA in the areas of assistive technology services for identified students. The Office of Program Support Services provides support through:

- Interpretation of special education policies and directives
- Budget development, establishment and monitoring of financial procedures, financial processing, and grants administration
- Management of the Medicaid Reimbursement program
- Program analysis and report preparation to support department and division leadership and to meet FCPS, state, and federal reporting requirements
- Maintenance and monitoring of an integrated database for student records, referrals, and special education placements
- Preparation of membership, service, and staffing projections for special education and alternative school programs
- Oversight of funding for case history evaluations and school materials reserves to support special education programs.
- Technology assessment, support, and training for students with disabilities and their teachers

Programs directly supported by the Office of Program Support Services are listed on the department organizational chart at the beginning of this section. Details on individual programs may be found in the Instructional Programs and Support sections.

Department of Special Services

Goals

- To support the department program monitoring, evaluation, and improvement efforts through the provision of timely and accurate statistical reports
- To support department staff in budgeting, financial management, and grants administration to ensure the most effective use of FCPS funds
- To support FCPS special education and alternative school programs through accurate and detailed staffing, membership, and service projections
- To facilitate the provision of integrated technology devices to special education students.

Explanation of Costs

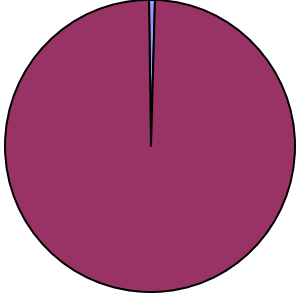
Funding for this program includes \$0.2 million for salary and benefits for 3.5 positions. Remaining funding is for hourly employees, substitutes for training, materials and supplies, school materials reserves, and department-wide printing tasks are also included. In FY 2003, the office total decreases by \$0.06 million due to reductions in printing and supplies.

Data Management and Analysis Program

Office of Program Support Services				
	FY 2002 Approved		FY 2003 Proposed	
	School-based	Nonschool-based	School-based	Nonschool-based
Total Cost	\$0	\$579,607	\$0	\$612,270
Positions	-	9.0	-	9.0
Program Total		\$579,607		\$612,270
Offsetting Revenue		\$119,641		\$119,641
Net Cost		\$459,966		\$492,629
Total Positions		9.0		9.0
Mandate	See Below			
Program Contact	Jim Bochert			
Phone Number	703-277-6677			

Program Percentage of Total Department

0.5%



Description

The Data Management Section supports the Department of Special Services in program analysis and report preparation for FCPS, state, and federal reporting requirements and in maintaining and monitoring an integrated database for special education student records, referrals, and placements.

Data Management Section staff:

- Support department leadership by providing data for use in program evaluation and development
- Operate and maintain the special education database, including entering IEP data, preparing periodic reports, and coordinating data requirements with DIT and the SASI database
- Develop and implement the special education volume in the Education Decision Support Library (EDSL) data warehouse project
- Collect data and maintain databases on the wide-range of department activities, including but not limited to: psychological and social work services, FCPS post-graduate employment and education trends for special education students, and college choices for FCPS graduates
- Work with the Department of Information Technology on all aspects of database technology
- Coordinate department efforts to ensure its technology needs are accurately assessed, supported, and reported.
- Support the department in project management activities

Goals

- Provide timely and accurate statistical reports to support department leadership decision-making processes
- Ensure compliance with federal and state reporting mandates for provision of special education services
- Ensure that department technology needs are met, within the constraints of staffing and budgetary limitations

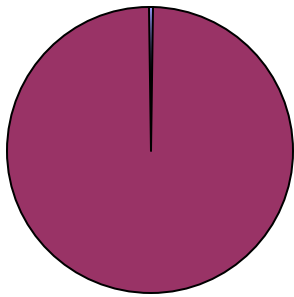
State and Federal Mandates

Reporting on provision of special education services are mandated by the federal and state governments through the provisions of federal and state laws—the Individuals with Disabilities Education Act (IDEA) (20 USC § 1400 et seq.) final regulations (34 CFR Part 300) effective May 11, 1999, and Regulations Governing Special Education Programs for Children with Disabilities in Virginia (8 VAC 20-80-10 through 8 VAC 20-80-190) effective January 1, 2001.

Explanation of Costs

Funding for this program includes \$0.5 million for salary and benefits for 9.0 positions. Of these 9.0 positions, 2.0 are grant funded. Remaining funding is for hourly funds to assist data entry technicians during peak workload periods and supplies and materials. Offsetting revenue for this program is derived from federal Individual with Disabilities Education Act (IDEA) funds.

Financial Management Program

Office of Program Support Services					Program Percentage of Total Department
	FY 2002 Approved		FY 2003 Proposed		
	School-based	Nonschool-based	School-based	Nonschool-based	
Total Cost	\$0	\$421,550	\$0	\$464,844	 <p>0.4%</p>
Positions	-	7.0	-	7.0	
Program Total		\$421,550		\$464,844	
Offsetting Revenue		\$160,796		\$160,796	
Net Cost		\$260,754		\$304,048	
Other Grant supported					
Total Positions		7.0		7.0	
Mandate	See Below				
Program Contact	Margaret Byess				
Phone Number	703-277-6660				

Description

The Financial Management Section of the Department of Special Services has overall responsibility within the department for budget development, establishment and monitoring of financial procedures, financial processing, grants administration and the Medicaid Reimbursement program. The section has three teams: financial processing and support, grants management, and Medicaid reimbursement. The Financial Management Section currently manages over \$120 million in funds for department programs and grants, including Special Education Summer School, 28 grants, and over 55 programs.

Financial management section staff:

- Advise the Assistant Superintendent on budget, financial, staffing, and management issues
- Assist department leadership with financial management issues through preparation of financial and budget reports
- Assist department staff with budget preparation
- Ensure compliance with FCPS and GASB financial and accounting requirements
- Monitor compliance with budgeted expenditure and revenue levels
- Establish and monitor department financial procedures
- Train department staff on financial, budget, and grant procedures
- Ensure compliance with federal, state, and other grant requirements
- Administer grants, including preparing grant reimbursements, reviewing grant documentation for audit requirements, and submitting required grant financial reports
- Monitor position control for grants, department staff, and special education staff throughout the division
- Prepare bills for out-of-county tuition for special education and foster-care students attending FCPS

Department of Special Services

Goals

- To increase division revenues through timely billing for Medicaid reimbursable services, out-of-county tuition, and grants reimbursements
- To support department staff through training and consultation to ensure department compliance with best-practice procedures in financial management for grants and appropriated funds
- To assist department staff and leadership in implementing sound and transparent budget procedures

State and Federal Mandates

The Governmental Accounting Standards Board (GASB) mandates budgeting and financial record-keeping requirements. Individual grantor organizations also mandate specific budgeting and financial record-keeping requirements.

Explanation of Costs

Funding for this program is \$0.5 million for salary and benefits for 7.0 positions. Remaining funding is for hourly employees and materials and supplies. Offsetting revenue for this program is derived from federal Individual with Disabilities Education Act (IDEA) funds.

Medicaid Reimbursement Program

	FY 2002 Approved		FY 2003 Proposed		
	School-Based	Nonschool-Based	School-Based	Nonschool-Based	
Total Cost	\$0	\$108,871	\$0	\$114,075	This program is included in the Grants Fund. It is not included in any of the Operating Fund totals.
Positions	-	2.0	-	2.0	
Program Total		\$108,871		\$114,075	
Offsetting Revenue		\$220,680		\$240,000	
Net Cost		(\$111,809)		(\$125,925)	
Total Positions		2.0		2.0	
Mandate	See Below				
Program Contact	Linda Terry				
Phone Number	703-277-6652				

Description

The Medicaid Reimbursement program is a mechanism for local school divisions to draw down Federal Title XIX and XXI funds for health-related services provided to Medicaid-eligible students receiving special education services. The Virginia Department of Medical Assistance Services (DMAS) and the Department of Education administer the program.

Effective July 1997, Fairfax County Public Schools (FCPS) became a Medicaid provider. This designation means that FCPS can bill Medicaid for services provided to Medicaid-eligible students that are outlined in the student's Individualized Education Plan (IEP). Students must have a completed IEP, be enrolled in a special education program, and have established Medicaid eligibility. The services must be provided by a clinician qualified according to Medicaid standards and must meet other criteria as outlined in the School Division Medicaid manual.

Goals

- To increase funds available to enhance mandated special education programs.
- To improve methods used to obtain consent and identify Medicaid-eligible students who receive health-related services.

Evaluation Cycle

The Medicaid Reimbursement Program is included as part of the special education programs for the Quality Programs Assurance System (QPAS) and is in the first group of programs for the QPAS evaluation cycle.

State and Federal Mandates

The Family Educational Rights and Privacy Act (FERPA) (20 USC § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under

Department of Special Services

an applicable program of the U.S. Department of Education and requires school divisions to obtain consent before billing for Medicaid-eligible services.

The state mandates that the services billed are medically necessary and appropriate, are outlined in the student's IEP, and are provided by a licensed therapist. In addition, the service must meet the following established criteria: a physician must establish and periodically review a written plan of care and the school must maintain a Medicaid record of the student's services.

Explanation of Costs

Funding is for salary and benefits for 2.0 positions. The remaining funding is for professional services, electronic billing, and Medicaid verification software. Federal funding offsets all costs for this program. Profits from this program are used to fund physical therapy and speech services.

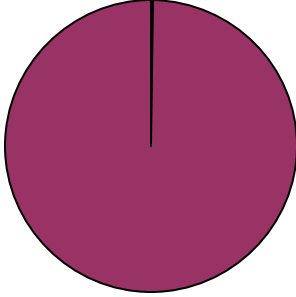
Office of Special Education Programs and Services

	FY 2002 Approved		FY 2003 Proposed	
	School-based	Nonschool-based	School-based	Nonschool-based
FT Salaries	\$0	\$1,015,073	\$90,319	\$1,052,087
PT Salaries and Overtime	43,440	107,232	44,308	153,564
Employee Benefits	3,323	272,122	25,218	401,951
Operating Expenses		262,691	0	269,788
Total Cost	\$46,763	\$1,657,118	\$159,845	\$1,877,390
Positions	-	15.0	1.0	15.0
Office Total		\$1,703,881		\$2,037,235
Offsetting Revenue		\$75,599		\$75,599
Net Cost		\$1,628,282		\$1,961,636
Total Positions		15.0		16.0

Support Programs within the Office:

- Office Oversight
- Early Childhood and Elementary Special Education Program Section
- Professional Development, Assessment, and Related Services Section
- Secondary Special Education Program Section

Office Oversight

Office of Special Education Programs and Services					
	FY 2002 Approved		FY 2003 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
Total Cost	\$0	\$489,206	\$0	\$483,428	<p>0.4%</p> 
Positions	-	3.0	-	3.0	
Program Total		\$489,206		\$483,428	
Offsetting Revenue		\$0		\$0	
Net Cost		\$489,206		\$483,428	
Total Positions		3.0		3.0	
Mandate	See Below				
Director	Patricia Addison				
Phone Number	703-246-7780				

Description

The Office of Special Education Programs and Services directs and supports the development, implementation, operation, and evaluation of educational programs, curricula, and services that meet the unique needs of students with disabilities. It also offers research-based, innovative professional development opportunities that enable staff to provide effective support and services for students with disabilities and their families. It ensures appropriate coordination of all special education services, assists schools in maintaining compliance with federal, state, and local regulations and procedures, and responds to school, parent, and community concerns regarding special education services.

Trends and Issues: The office supports schools in implementing Fairfax County Public Schools commitment to inclusive schools where students with disabilities can be educated with their peers while engaged in a challenging curriculum that allows for progress toward their individualized education program (IEP) goals.

Consistent with the major tenets of the Individuals with Disabilities Education Act (IDEA), the office seeks to support education that leads to an increasing number of young adults with disabilities attending post-secondary education, finding competitive employment at comparable rates to young adults without disabilities, and living independently as they enter adulthood.

To achieve these outcomes, schools will continue to require support in addressing the needs of students with a broad range of moderate to severe disabilities in inclusive environments. In order to enable students to access the general curriculum and meet high standards, the necessary supports and services must be available to include instructional and support staff, staff development and training, specialized equipment and technology, transportation, and building space.

Programs directly supported by the Office of Special Education Programs and Services are listed on the department organizational chart at the beginning of this section. Details on individual programs may be found in the Instructional Programs and Support sections.

Department of Special Services

Goals

- To provide direction and support for the development, implementation, and evaluation of special education policies, procedures, services and curricula that address the unique needs of students with disabilities
- To develop and implement a staff development program that enables teachers, instructional assistants, school-based administrators, and other staff to provide appropriate support and services for students with disabilities and their families
- To ensure appropriate coordination of all special education services and compliance with federal and state regulations

Explanation of Costs

Funding for this program includes \$0.2 million for salary and benefits for 3.0 positions. The remaining funding is to cover the costs of tests for all schools and centers to use in assessment and evaluation of special education students, as well as funds for printing, equipment, and instructional supplies.

Special Education Childhood and Elementary Program Support

Office of Special Education Programs and Services					Program Percentage of Total Department
	FY 2002 Approved		FY 2003 Proposed		
	School-based	Nonschool-based	School-based	Nonschool-based	
Total Cost	\$0	\$353,951	\$0	\$424,338	<p>0.4%</p>
Positions	-	3.5	-	3.5	
Program Total		\$353,951		\$424,338	
Offsetting Revenue		\$0		\$0	
Net Cost		\$353,951		\$424,338	
Total Positions		3.5		3.5	
Mandate	See Below				
Director	Lynne Sprung				
Phone Number	703-329-2530				

Description

The Special Education Early Childhood and Elementary Programs and Services section of the Office of Special Education Programs and Services provides instructional leadership, including supervision, coordination and evaluation of early childhood/elementary special education programs and services. This office also provides direct support to school-based administrators and school-based special education programs and services in four administrative clusters to ensure compliance with federal, state, and local regulations.

This office directly supports the following programs. Details on these programs are shown elsewhere.

- Elementary learning disabilities services
- Elementary emotional disabilities services
- Elementary autism services
- Elementary mental retardation and severe disabilities services
- Preschool services, including ChildFind
- Noncategorical services
- Elementary summer school and extended-school-year services
- Special education school support services for clusters 4, 5, 6, and 8
- Inclusive school teacher facilitators for clusters 4, 5, 6, and 8

Goals

- Strengthen the academic program for students at the preschool and elementary level with emphasis on student achievement and program accountability for meeting the required state assessments
- In collaboration with the department of instructional services, facilitate curriculum development to provide access to the general curriculum for students with disabilities

Department of Special Services

- Provide support and training to school staff to facilitate inclusive opportunities for students with disabilities

State and Federal Mandates

State and federal mandates are identified in each of the special education service areas.

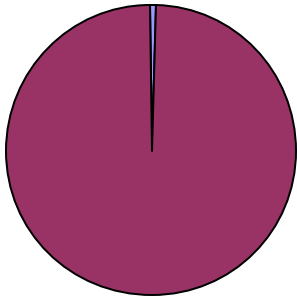
Explanation of Costs

Funding for this program includes \$0.4 million for salary and benefits for 3.5 positions. The remaining funding is to support curriculum development for elementary program areas.

Professional Development, Assessment, and Support Services Program

Special Education Programs and Services				
	FY 2002 Approved		FY 2003 Proposed	
	School-based	Nonschool-based	School-based	Nonschool-based
Total Cost	\$43,440	\$480,903	\$159,845	\$542,053
Positions	-	5.0	1.0	5.0
Program Total	\$524,343		\$701,898	
Offsetting Revenue	\$75,599		\$75,599	
Net Cost	\$448,744		\$626,299	
Total Positions	5.0		6.0	
Mandate	See Below			
Director	Mary Kealy			
Phone Number	703-246-8102			

Program Percentage of Total Department



0.6%

Description

The Professional Development, Assessment, and Support Services for Special Education section of the Office of Special Education is responsible for:

- Oversight and coordination of divisionwide special education professional development programs and activities
- Managing professional and support staff in related services
- Monitoring special education assessment and summer school to ensure quality service delivery and accountability
- Oversight of the Parent Resource Center
- Training and procedures for the Individualized Education Program (IEP) process

This office directly supports the following programs. Details on these programs are narrated in the Instructional Programs section.

- Communication disorders (speech and language) services
- Physical and occupational therapy services
- Physical disabilities services
- Deaf and hard-of-hearing services
- Vision services

The Professional Development and Support Services section operates in collaboration with all other special education sections and offices within the Department of Special Services and other FCPS offices to ensure divisionwide support to schools and staff.

Goals

- Provide coordination of divisionwide special education professional development programs and activities in collaboration with FCPS offices and local university partners
- Coordinate assignments, supervision, and activities of related services, Individual Education Program and Parent Resource Center staff to ensure effective service provision for students and parents
- Provide oversight, coordination, and support for assessment, summer school and SOL remediation programs for students with disabilities

State and Federal Mandates

The Individuals with Disabilities Education Act (IDEA) (20 USC S 1400 et seq.) final regulations for IDEA (34 CFR Part 300) effective May 11, 1999, and Regulations Governing Special Education Programs for Children with Disabilities in Virginia (8 VAC 20-80-10 through 8 VAC 20-80-190) effective January 1, 2001 require that local educational agencies ensure all students with disabilities a free appropriate public education that emphasizes special education and related services designed to meet their unique educational needs and prepare them for employment and independent living. IDEA requires that the specific educational program provided to each student be determined through the IEP planning process, involving parents and staff. IDEA requires that a continuum of services must be available to serve students with disabilities ranging from mild to complex and severe. Staff development for special educators and participation of students with disabilities in local and state assessment programs are mandated by the federal and state laws cited.

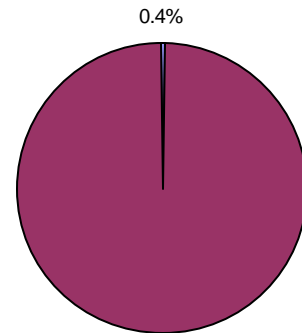
Explanation of Costs

Funding for this program includes \$0.4 million for salary and benefits for 6.0 positions. The remaining funding is to support curriculum development, hourly costs of special education itinerant teachers serving students enrolled in modified calendar schools, and IEP training and related costs. The cost of this program is partially offset by \$0.1 million in revenue from grants. An increase of 1.0 FTE in FY 2003 is due to the divisionwide reorganization.

Secondary Special Education Program Support

Special Education Programs and Services				
	FY 2002 Approved		FY 2003 Proposed	
	School-based	Nonschool-based	School-based	Nonschool-based
Total Cost	\$0	\$355,330	\$0	\$427,571
Positions	-	3.5	-	3.5
Program Total		\$355,330		\$427,571
Offsetting Revenue		\$0		\$0
Net Cost		\$355,330		\$427,571
Total Positions		3.5		3.5
Mandate	See Below			
Director	Joyce Suydam			
Phone Number	703-246-8121			

Program Percentage of Total Department



Description

The Secondary Special Education Programs and Services section of the Office of Special Education Programs and Services provides instructional leadership, including supervision, coordination and evaluation of secondary special education programs and career and transition services. This office also provides direct support to school-based administrators and school-based special education programs and services in four administrative clusters to ensure compliance with federal, state, and local regulations.

This office directly supports the following programs. Details on these programs can be found in the Instructional Program section.

- Secondary learning disabilities services
- Secondary emotional disabilities services
- Secondary autism services
- Career and transition services, including Davis and Pulley Centers
- Secondary mental retardation and severe disabilities services
- Secondary summer school and extended-school-year services
- Special education school support services for Clusters 1, 2, 3, and 7
- Inclusive school teacher facilitators for Clusters 1, 2, 3, and 7

Goals

- Strengthen the academic program for students at the secondary level with emphasis on student achievement and program accountability for meeting the required state assessments
- In collaboration with the Department of Instructional Services, facilitate course and curriculum development to provide access to the general curriculum for students with disabilities
- Provide support and training to school staff to facilitate inclusive opportunities for students with disabilities

State and Federal Mandates

State and federal mandates are identified in each of the special education service areas.

Explanation of Costs

Funding for this program includes \$0.4 million for salary and benefits for 3.5 positions. The remaining funding is to support curriculum development for secondary program areas.

Office of Student Services

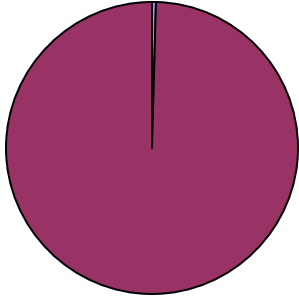
	FY 2002 Approved		FY 2003 Proposed	
	School-based	Nonschool-based	School-based	Nonschool-based
FT Salaries	\$0	\$317,979	\$0	\$338,869
PT Salaries and Overtime	0	72,382	0	73,832
Employee Benefits	0	88,212	0	90,972
Operating Expenses	0	264,003	0	264,003
Total Cost	\$0	\$742,576	\$0	\$767,676
Positions	-	5.0	-	5.0
Office Total		\$742,576		\$767,676
Offsetting Revenue		\$0		\$0
Net Cost		\$742,576		\$767,676
Total Positions		5.0		5.0

Support Programs within the Office:

- Office Oversight
- Guidance and Student Registration Services
- Psychology and Support Services Support*
- Social Work and Support Services Support*

* Included in the Instructional Program Support section, costs are not included in office total.

Office Oversight

Office of Student Services					
	FY 2002 Approved		FY 2003 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
Total Cost	\$0	\$543,047	\$0	\$562,099	<p>0.5%</p> 
Positions	-	3.0	-	3.0	
Program Total		\$543,047		\$562,099	
Offsetting Revenue		\$0		\$0	
Net Cost		\$543,047		\$562,099	
Total Positions		3.0		3.0	
Mandate	None				
Director	Mary Shaughnessy				
Phone Number	703-876-5267				

Description

The Office of Student Services provides a network of support to staff, students, and families, which eliminates obstacles, facilitates instruction, and enables students to succeed as individuals within the learning environment. Student services personnel serve as intermediaries and resources to programs external and internal to FCPS and advocate for a student's full range of needs. The Office of Student Services is divided into three branches: Psychology and Support Services, Social Work and Support Services, and Guidance and Student Registration. The Office of Student Services ensures the integrated delivery of services from these three distinct branches.

Programs directly supported by the Office of Student Services are listed on the department organizational chart at the beginning of this section. Details on individual programs may be found in the Instructional Programs and Support sections.

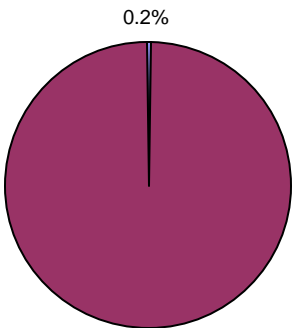
Goals

- Support and oversee student services teams who provide information and resources for faculty, staff and parents regarding approaches to reducing student suspensions.
- Oversee student services teams to provide information and resources for students, faculty, staff and parents regarding understanding racial, cultural and religious diversity.
- Support student services staff to implement findings of *The Community That Cares Youth Survey*, and to assist students, faculty, staff and parents to reduce risk behaviors and increase assets that protect youth from risk behaviors.

Explanation of Costs

Funding for this program includes \$0.2 million for salary and benefits for 3.0 positions. The remaining funding is for building management (Virginia Hills, Eleven Oaks, Dunn Loring, and Devonshire), printing of the Students Rights and Responsibilities manual and other student services documents.

Guidance and Student Registration Services Program

Office of Student Services					
	FY 2002 Approved		FY 2003 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
Total Cost	\$0	\$191,231	\$0	\$205,577	 <p>0.2%</p>
Positions	-	2.0	-	2.0	
Program Total		\$191,231		\$205,577	
Offsetting Revenue		\$0		\$0	
Net Cost		\$191,231		\$205,577	
Total Positions		2.0		2.0	
Mandate	None				
Program Contact	Elsie Kirton				
Phone Number	703-876-5238				

Description

Guidance and Student Registration Services supports the mission of FCPS by providing a variety of services for students, parents, FCPS departments, community agencies and the state.

Guidance and Career Services provides students in kindergarten through twelfth grade with a comprehensive, developmental counseling program that facilitates academic planning appropriate to each students abilities, interests and life goals and promotes students' personal, social, and emotional growth. Guidance and Career Services works collaboratively with IS and DIT to revise specific grading processes and procedural guidelines contained in Grading and Reporting.

Student Registration is responsible for four functions: registration of all foreign born and/or non-English speaking students; provision of interpretation and translation services to schools, parents, and students; supervision and liaison related to student health; and approval and supervision of all students who have been approved for home schooling and/or religious exemption. This office is also responsible for all residency, foster care, tuition-paying, and foreign exchange cases. The Language Services office provides interpretation and translation services to schools, clusters, students, families, and government agencies throughout the school year. The largest of the language minority groups - Spanish, Korean, Arabic, Urdu, Vietnamese, Chinese, and Farsi.

The College Partnership Program (CPP) is a collaboration involving colleges and universities, members of the business community, parents, and Fairfax County Public Schools. Essential elements of the CPP include college orientation, academic counseling and monitoring, academic support, personal development training, student mentoring, and parent involvement. The participating colleges and universities sponsor a variety of activities to increase students' and parents' knowledge and understanding of higher education programs and college life and to enhance students' motivation for higher academic achievement. Business partners support the program by linking employees and student participants to provide work experiences, adult mentors, and

Department of Special Services

the opportunity to observe the corporate world. The College Partnership program provides avenues for parents to participate in the educational development of students and encourages parental involvement.

MentorWorks' mission is to connect every Fairfax County Public Schools student with a caring, responsible adult from the community. Mentoring is defined as a committed relationship between an adult and a young person focused on developing the strengths and capabilities of that young person. Research concerning mentoring indicates that mentees were less likely to begin using illegal drugs, less likely to skip school, and less likely to be involved in fights.

Goals

The goals for the Guidance and Student Registration Services are as follows:

- To provide a comprehensive and sequential guidance program for students in grades K-12
- To ensure that registration, translation, and interpretation services are provided in the most effective and efficient manner possible, given the ever-increasing request for services
- To provide activities and experiences that foster in students, particularly minority students, positive attitudes towards academic achievement
- To broaden the scope of the MentorWorks Program to reach more students

Explanation of Costs

Funding for this program includes \$0.1 million for salary and benefits for 2.0 positions. The remaining funding is to support activities of the supervised programs.